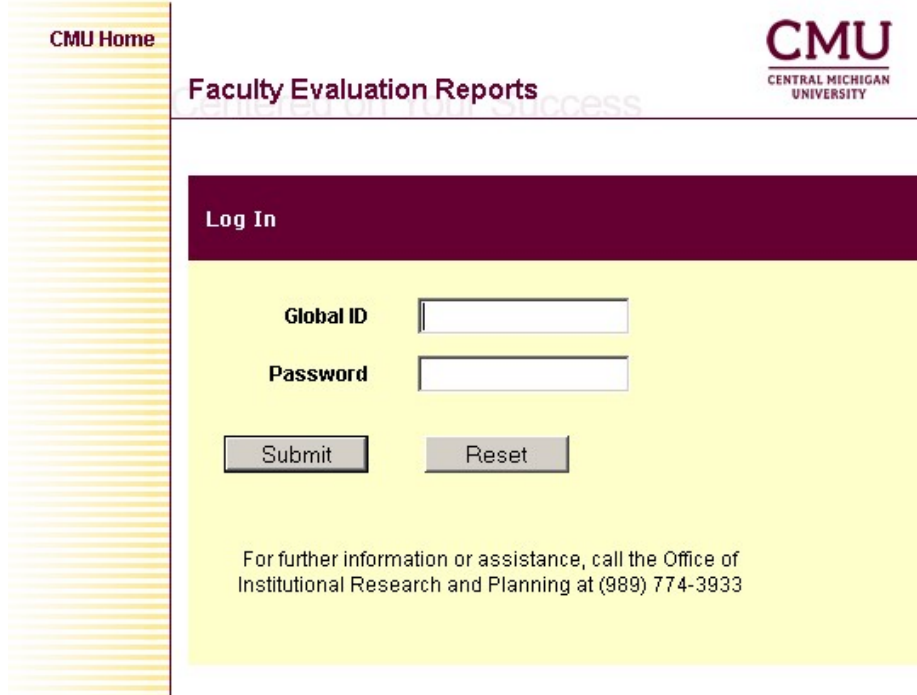


Accessing Student Opinion Survey (SOS-II) Summary Reports

After the deadline for final grades, Institutional Research will send an e-mail to all faculty, via the listserv, informing them that SOS summary reports will begin to be available. Faculty will access <https://ssl.cmich.edu/sos2/> to view the following screens for access to their summary reports:

Screen 1: Faculty Log-In Screen

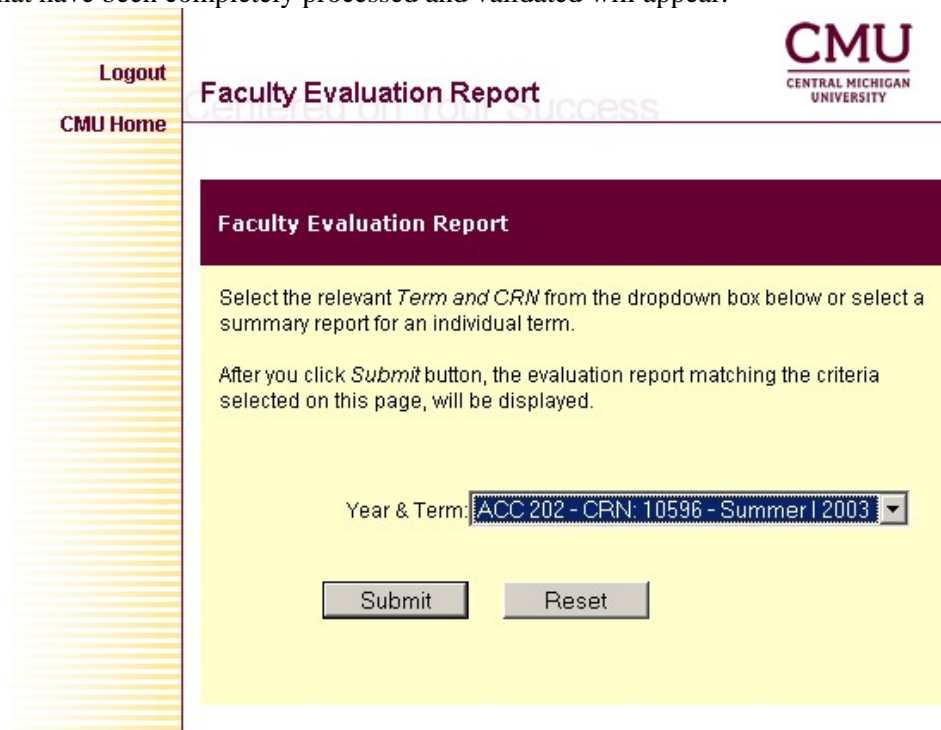
The instructor will utilize their university global ID and password to access this site.



The screenshot shows the Faculty Evaluation Reports page. On the left is a vertical navigation bar with 'CMU Home'. The top right features the CMU logo (Central Michigan University). The main heading is 'Faculty Evaluation Reports'. Below this is a 'Log In' section with a yellow background. It contains two input fields: 'Global ID' and 'Password'. Below the fields are 'Submit' and 'Reset' buttons. At the bottom of the yellow area, there is contact information for the Office of Institutional Research and Planning: (989) 774-3933.

Screen 2: Accessing Summary Reports

The instructor will utilize the drop-down menu to access summary reports for a particular term. Only sections that have been completely processed and validated will appear.



The screenshot shows the Faculty Evaluation Report page. On the left is a vertical navigation bar with 'Logout' and 'CMU Home'. The top right features the CMU logo (Central Michigan University). The main heading is 'Faculty Evaluation Report'. Below this is a 'Faculty Evaluation Report' section with a yellow background. It contains instructions: 'Select the relevant Term and CRN from the dropdown box below or select a summary report for an individual term.' and 'After you click Submit button, the evaluation report matching the criteria selected on this page, will be displayed.' Below the text is a dropdown menu labeled 'Year & Term:' with the selected value 'ACC 202 - CRN: 10596 - Summer | 2003'. At the bottom of the yellow area are 'Submit' and 'Reset' buttons.

Screen 3: Summary Selection

From the list of completed surveys, the instructor may choose to view/print an individual section summary or a combined instructor summary.

Logout
CMU Home

Faculty Evaluation Report

Faculty Evaluation Report

Select the relevant *Term and CRN* from the dropdown box below or select a summary report for an individual term.

After you click *Submit* button, the evaluation report matching the criteria selected on this page, will be displayed.

Year & Term: ACC 202 - CRN: 10596 - Summer I 2003

Submit

- ACC 202 - CRN: 10596 - Summer I 2003
- ACC 311 - CRN: 10617 - Summer I 2003
- Summer I Summary
- ACC 302 - CRN: 51323 - Summer II 2003
- ACC 511 - CRN: 51360 - Summer II 2003
- Summer II Summary

Institutional Research will notify faculty, via the listserv, when all processing has been completed. At this time, an instructor can request from their department, a copy of the department, college and/or university summary for comparison purposes.

Printing a Summary Report for the First Time

In order to fit a summary report on one page, adjustments to the margin setting on the summary document will need to be made before printing a summary report from a specific printer. Utilizing the page set-up option under “File” set the right and left margins at .25” and the top and bottom margins at .5”. Also clear any header or footer information that appears in the page set-up window. The printer will retain these settings for future print requests.

Identifying the Various Summary Reports

The following pages will give instructions on how to identify the type of report that is being viewed. An example of how the data will appear on a summary report is also provided. The format remains consistent for all summary reports

The first is an example of a Section Summary Report. Information appearing in all fields at the top of the report distinguishes this as a section summary report.

Student Opinion Survey Report

College: Science & Technology

Department: Geography

Instructor: Faculty Name - Global ID

Course: 10001 - ESC 100

Recorded Enrollment: 20

Course Name: Earth Science

No. of Responses: 16

Term: Summer I 2020

<u>Question Text</u>	<u>Strongly Agree</u>	<u>Agree</u>	<u>Agree nor Disagree</u>	<u>Disagree</u>	<u>Strongly Disagree</u>	<u>Mean</u>	<u>Standard Deviation</u>	<u>Total Responses</u>
Instructor's teaching helped me learn	3 (0.188)	9 (0.563)	3 (0.188)	1 (0.063)	0 (0.00)	2.875	0.6094	16
Treated students with respect	13 (0.813)	3 (0.188)	0 (0.00)	0 (0.00)	0 (0.00)	3.8125	0.1523	16
Accessible to students	8 (0.5)	6 (0.375)	2 (0.125)	0 (0.00)	0 (0.00)	3.375	0.4844	16
Organized course well	5 (0.313)	7 (0.438)	4 (0.25)	0 (0.00)	0 (0.00)	3.0625	0.5586	16
Presented course material well	2 (0.125)	6 (0.375)	5 (0.313)	3 (0.188)	0 (0.00)	2.4375	0.8711	16
Seemed well prepared	6 (0.375)	9 (0.563)	1 (0.063)	0 (0.00)	0 (0.00)	3.3125	0.3398	16
Was enthusiastic about subject	12 (0.75)	4 (0.25)	0 (0.00)	0 (0.00)	0 (0.00)	3.75	0.1875	16

<u>Question Text</u>	<u>Very Good</u>	<u>Good</u>	<u>Adequate</u>	<u>Poor</u>	<u>Very Poor</u>	<u>Mean</u>	<u>Standard Deviation</u>	<u>Total Responses</u>
Overall instructor effectiveness	1 (0.067)	12 (0.8)	1 (0.067)	1 (0.067)	0 (0.00)	2.8667	0.382	15

<u>Optional Question Text</u>	<u>Strongly Agree</u>	<u>Agree</u>	<u>Agree nor Disagree</u>	<u>Disagree</u>	<u>Strongly Disagree</u>	<u>Mean</u>	<u>Standard Deviation</u>	<u>Total Responses</u>
Additional Question (#9)	0 (0.00)	0 (0.00)	0 (0.00)	0 (0.00)	0 (0.00)	0	0	0
Additional Question (#10)	0 (0.00)	0 (0.00)	0 (0.00)	0 (0.00)	0 (0.00)	0	0	0

- Number outside the parenthesis represents *Number of responses*.

- Number within the parenthesis represents *Percentage for each response*.

- *Recorded Enrollment* reflects the Registrar's official enrollment for all course offerings in respective area.

- For all questions except "overall instructor effectiveness", the *Mean* and the *Standard Deviation* are calculated by assigning the following values to the response options:

Strongly Agree=4, Agree=3, Agree nor Disagree=2, Disagree=1, Strongly Disagree=0

- For "overall instructor effectiveness", the *Mean* and the *Standard Deviation* are calculated by assigning the following values to the response options:

Very Good=4, Good=3, Adequate=2, Poor=1, Very Poor=0

Example of Instructor Summary Heading:

Information appearing only in the *Instructor*, *Recorded Enrollment*, *No. of Responses* and *Term* fields distinguishes this report as an Instructor Summary. This summary reflects the mean for all sections that an instructor has taught during a particular term.

Student Opinion Survey Report

College: NA	Department: NA
Instructor: Faculty Name – Global ID	Course: NA
Recorded Enrollment: 30	Course Name:
No. of Responses: 20	Term: Summer I 2003

Example of Designator Summary Heading:

Information appearing only in the *College*, *Recorded Enrollment*, *No. of Responses*, *Department* and *Term* fields distinguishes this report as a Designator Summary. For those departments comprised of a single designator, this report is also the Department Summary. This summary reflects the mean for all sections taught within the designator during a particular term.

Student Opinion Survey Report

College: Communication & Fine Arts	Department: Speech Communication & Dramatic Arts
Instructor: NA	Course: All courses designated IPC
Recorded Enrollment: 72	Course Name: NA
No. of Responses: 32	Term: Summer II 2003

Example of Department with Multiple Designators Summary Heading:

Information appearing only in the *College*, *Recorded Enrollment*, *No. of Responses*, *Department (Combined)* and *Term* fields distinguishes this report as a Department Summary. This summary will allow those departments with multiple designators to have one inclusive summary report.

Student Opinion Survey Report

College: Humanities & Social & Behavioral Sciences	Department: Sociology, Anthropology & Social Work (Combined)
Instructor: NA	Course: NA
Recorded Enrollment: 162	Course Name: NA
No. of Responses: 104	Term: Summer I 2003

Example of College or University Summary Heading:

A specific college's name or the word, *University*, appearing in the *College* field distinguishes this report as the College or University Summary. This summary reflects an overall mean for all sections in the college or campus-wide.

Student Opinion Survey Report

College: University	Department: NA
Instructor: NA	Course: NA
Recorded Enrollment: 4427	Course Name: NA
No. of Responses: 2099	Term: Summer II 2003